

T/II/M-6
25 November 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Sixth Meeting, 23 November 1964

Members or Their Representatives Present

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CIA - [] Chairman
DIA - []
NSA - []
STATE - Mr. Curtis L. Fritz
ARMY - Mr. Charles L. Johnson
NAVY - Mr. D'Armand W. Dochez
- LTJG Glen A. Lillquist
AIR FORCE - Lt. Col. Robert B. McAnaw
CSS - [] Secretary

Others Present

None

1. At its meeting on 19 November 1964, CODIB approved the Terms of Reference for Task Team II. It also approved a change in name for Task Team II from Bibliographics to Item Identification.

2. The minutes of the fifth meeting were approved.

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3. [] welcomed the new members from Army and Navy. Mr. Johnson is from Army's Foreign Science and Technology Center; Mr. Dochez is from Navy's Information Processing Support System Activity and Lt. Lillquist is from ONI-922H2F which deals with Navy publications and their dissemination. [] then gave a brief orientation on the Task Team mission and efforts to date. Mr. Fritz provided background information on the Staff for the Community Information Processing Study (SCIPS) which led to the establishment of this and other task teams.

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Group I
Excluded from automatic
downgrading and
declassification.

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4. The secretary was requested to provide the new members with the task team terms of reference and copies of all minutes to date. [] suggested that the new members contact their CODIB principals for copies of CODIB minutes from the June meeting to date. He also suggested that the new members acquire the SCIPS report from their CODIB principals and study it, especially Volumes I and V and Volume II Sections A1-A4, B, C and D.

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5. [] emphasized that this was a working level group, the members have been chosen because of knowledge and experience in the area of concern. Participation was for the purpose of producing a plan for an authoritative item list for submission to CODIB. Members do not in any way commit their parent organizations to the proposed plan. Policy matters will be addressed at the CODIB level.

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6. The discussion then turned to regulatory issuances of the various agencies on item identification. It was noted that [] had provided an NSA input at the fifth meeting. [] produced the following DIA documents:

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a. DIA Instruction 58-7, Standard Intelligence Reporting Forms,

b. Production Center Office Procedure 5-5, Numbering of Substantive Intelligence Publications,

c. DIA Regulation 5-2, Preparation of Substantive Intelligence Publications,

d. DIAAP letter dated 10 March 1964 subject: Standard Operating Procedures for Manhour and Intelligence Project Reporting within DIAAP.

[] mentioned an Air Force publication: Acquisition List of USAF Defense Intelligence Information Report and DoD/non-DoD Finished Intelligence Documents (Acq 200-64-32) which Lt. Col. McAnaw indicated he would attempt to obtain for the team.

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7. [] referred to the proceedings of the Second DoD Worldwide Production Management Conference and requested [] to obtain the following items for the team:

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a. Attachments to the National Elint Plan providing detailed guidance on dissemination and standardization of report serialization.

b. Re: Product Standardization [] ... a standard control system for product identification.

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c. The FY 1965 Worldwide Intelligence Production Schedule which identifies all of the substantive intelligence products scheduled to be produced by the DIA Production Center and by intelligence elements of the Unified and Specified Commands.

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d. The Worldwide index of available intelligence products when produced.

e. The Scientific and Technical Intelligence Register (STIR).

8. Lt. Lillquist indicated that he was prepared to discuss Navy's Index of Current Publications and Studies.

9. Discussion was then directed to a proposal by the secretary to undertake a test effort to determine problems involved in identifying intelligence products and incorporating them in an authoritative list. A list of elements by which the products would be described was presented and discussed, and certain modifications incorporated (see attachment 1). It was the consensus that such a test effort would provide valuable insights into the task team problem and should be undertaken concurrently with the continuing acquisition and analysis of various agency regulatory issuances bearing on item identification called for under Cl, 2 and 3 (Initial Tasks) of the terms of reference. It was suggested that the test incorporate some categorization such as proposed in Volume II of the SCIPS Report or that used in the Product/Organization Study. The category information might be confined to a count of the various categories encountered in the test.

25X1 10. [] provided a paper entitled Major Item Categorization for CODIB Task Team II - Item Identification (Attachment 2). This paper will be the subject of discussion in the near future.

11. The next meeting of the Task Team will be held at CIA Headquarters 7 December 1964 at 1330 hours.

[]

Secretary

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Major Item Categorization
for
CODIB Task Team II - Item Identification

1. Most items of interest to the CODIB Task Team II for identification purposes can be categorized into the following eight major groups:

- a. Type intelligence studies.
- b. Unlike intelligence studies serially numbered.
- c. Periodic current intelligence reports.
- d. Other intelligence studies and reports.
- e. Information reports.
- f. Electrically transmitted messages.
- g. Foreign published intelligence and security classified serial publications.
- h. Foreign unclassified serial publications.

2. Each of the eight major groups is described as follows:

a. Type intelligence studies -- A series of studies that has a general uniformity of presentation and/or content. The studies of a series are usually prepared as the result of a specific plan or program. This category may be further subdivided into three subgroups -- (1) those with meaningful identifying numbers, (2) those with a random or serial number for a short title, and (3) those without any number for an identifier. Examples: NIS (meaningful number) and AOS (random number).

b. Unlike intelligence studies serially numbered -- Those studies which, although having a coded or serial number for identification, are not really serial or uniform publications as each publication may vary markedly in subject and style from the others. These studies are usually numbered serially upon publication in order to have an unclassified short title. Example: Engineer Intelligence Studies (EIS) published by Chief of Engineers.

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c. Periodic current intelligence reports -- Reports that are issued on a fairly uniform periodic basis. These reports are usually issued to keep personnel aware of current events. Example: Daily Intelligence Bulletin or Weekly Intelligence Report.

d. Other intelligence studies and reports -- These studies and reports comprise all those that do not fall in a, b, c or d above.

e. Information reports -- Reports issued by an information collector. Usually these reports are numbered serially by each collector. Example: Defense Intelligence Information Reports prepared by Military Attaches.

f. Electrically transmitted messages -- Items transmitted by radio or cable. An item could be a category a, b, c, or d item merely by being transmitted by electrical means rather than in manuscript or photo form.

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h. Foreign published periodicals -- This category can be further subdivided into:

- (1) Newspapers
- (2) Annuals
- (3) Magazines

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ITEM IDENTIFICATION TEST

ITEM IDENTIFICATION

1. Producer

Agency _____

Major Component _____

Unit _____

2. Item Name _____

3. Form Number or Series Designation _____

4. Security Classification _____

5. Dissemination Controls Applied _____

6. Frequency of Publication

Regular (Hourly, Daily, Weekly, Etc.) _____

Irregular (Onetime, As Required, Etc.) _____

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7. Issue Designation and/or Control (Volume, Report No.,
date of issue, subject/area content, changes, amendments,
up dates, etc.) _____

8. Item Physical Description

☐ Textual ☐ Graphic ☐ Photographic

☐ Hard Copy, _____
(Dimensions)

☐ Machine Sensible, _____

(Describe)

9. Categorization _____

10. Remarks _____

